



**Town of Arlington, Massachusetts**  
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## Minutes 9/15/2011

Capital Planning Committee  
Meeting Minutes  
September 15, 2011

In attendance were:

Steve Andrew\*  
Adam Chapdelaine  
Charles Foscett, Chairman  
Steve Gilligan  
Diane Johnson  
Ruth Lewis\*  
Anthony Lionetta\*  
Barbara Thornton

\* Denotes those not in attendance

1. Meeting Opened: The initial meeting of the Capital Planning Committee for the FY 2013 planning season was opened by Chair Foscett. Chair Foscett suggested that the committee postpone elections until the next meeting. Diane Johnson moved approval of this and Barbara Thornton seconded the motion. Passed unanimously. The committee also agreed to have its next meeting be held on October 6th, as well as adding January 5 and 12th dates to the meeting schedule.
2. Retirement of John Fitzmaurice/Appointment of New Member: Chair Foscett told the committee that two names had been submitted to the Moderator for the appointment of a new member to the committee due to the retirement of John Fitzmaurice. The committee discussed the many years of service that John Fitzmaurice had given to the committee. Chair Foscett suggested a memento be given to John for his service, as well as inviting him to attend a tour of the recently renovated buildings in Town.
3. PTBC Update/Facilities Tour: Chair Foscett told the group that John Cole, Chairman of the Permanent Town Building Committee will be coming to the October 6th meeting of the CPC to brief the committee on the status of work at the Community Safety Building, the Highland and Central Fire Stations, and the Stratton School. The Chair also discussed the tentative plan to tour all of these facilities on October 8th.
4. FY 2012 Capital Budget: The committee reviewed the FY 2012 Capital Budget as was approved by Town Meeting in the spring of 2011. The committee voted to allow \$30K in steam trap replacement funding for the High School to be used for steam trap replacement at other facilities.
5. FY 2013 – FY 2017 Capital Planning: The committee discussed the planning process that lies ahead of them for this budget season. Chair Foscett addressed the impacts of the SBA reimbursements for Ottoson Middle School ending after FY 2017. The ending of this reimbursement means that an offset will be removed from the capital budget, thereby creating the need for capital plan adjustments. The committee also discussed the need for a clearer picture of the construction estimates for the Central Fire Station. Going further, the committee addressed the \$400K dedicated to road improvements that had been included in the operating budget as part of the override.

The committee felt that this amount should be included in the Capital Plan going forward, allowed to grow at 2.5% and used an offset against the 5% cap of general fund revenues. The committee also discussed the need to sort out the impacts of Thompson debt service in regard to the sale/lease of the Parmenter and Crosby.

6. Debt/Bond Rating: The committee acknowledged the work of Treasurer Steve Gilligan in building a new and fully detailed debt schedule for the upcoming capital season. The committee also congratulated the Treasurer and the Town Manager for the recent news that the Town maintained its AAA bond rating.

7. Five Year Plan: Adam Chapdelaine described an updated draft of the Town's Five Year Plan based upon anticipated savings from the GIC. This description looked at the impacts of the override on the Capital Plan.

8. Long Term Issues: The committee then discussed the following long term issues:

Maintenance Planning – The committee discussed the goals of this initiative going forward. Adam Chapdelaine and Barbara Thornton will be following up with the group at a subsequent meeting.

Symmes Debt – The Symmes debt is scheduled to hit the tax levy in FY 2012, in the amount of \$307,130. Without development on the site, and associated increases in tax revenue, the amount of debt to be raised on the tax levy in FY 2013 would be approximately \$525K.

Community Safety Building – The committee discussed the timelines associated with Phase 2 of construction.

Stratton MSBA – The committee discussed the approximate \$700K in reimbursement the Town will be receiving from the MSBA for the Stratton improvements. The Committee congratulated Diane Johnson and Adam Chapdelaine on the successful attainment of this grant.

School Capacity – Diane Johnson raised the issue of capacity concerns at the Ottoson Middle School.

Condition of Roads – The committee acknowledged the need to have a continuing discussion about the condition of roads in Town and a plan to improve their condition.

Records Retention/Document Management/Facilities Security – Adam Chapdelaine discussed the progress that is being made in these areas.

9. Adjournment: Meeting adjourned.